

AT A REGULAR MEETING OF THE CULPEPER COUNTY BOARD OF SUPERVISORS HELD IN THE BOARD ROOM, LOCATED AT 302 N. MAIN STREET, ON TUESDAY, JANUARY 5, 2010.

**Board Members Present:**

***William C. Chase, Jr., Chairman***

***Larry W. Aylor, Vice-Chairman***

Sue D. Hansohn

Steven E. Nixon

Brad C. Rosenberger

Tom S. Underwood

Steven L. Walker

**Staff Present:**

Frank T. Bossio, County Administrator

Roy B. Thorpe, Jr., County Attorney

Valerie H. Lamb, Finance Director

John C. Egerton, Planning Director

Paul Howard, Director of Environmental Services

Donna Foster, Deputy Clerk

**CALL TO ORDER**

Mr. Chase, Chairman, called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Mr. Rosenberger led the members of the Board and the audience in the Pledge of Allegiance to the flag.

**ELECTION OF CHAIRMAN**

Mr. Bossio, County Administrator, explained the procedures to be followed before he opened the floor for nominations for Chairman. He stated based on the Board's Rules of Procedure, Section 2.3-8, the County Administrator conducts the Organizational Meeting election for Chairman of the Board. He stipulated that Robert's Rules of Order shall govern the election. He explained that he would call for nominations for the office of Chairman of the Board, no Board member needed to be recognized by the Chair to make a nomination, no second would be required, and a hand vote would be called for after each nomination. He explained that after all nominations were received, he would declare that nominations for that office were closed.

Mr. Bossio opened the floor for nominations for Chairman of the Board for 2010.

Mr. Chase nominated Mr. Nixon.

Mr. Underwood nominated Mr. Rosenberger.

With no further nominations, Mr. Bossio closed the floor to nominations

Mr. Bossio called for a voice vote and a show of hands in favor of Mr. Nixon for Chairman.

Ayes – Chase, Nixon, Walker

Nays – Rosenberger, Underwood, Hansohn, Aylor

Mr. Bossio called for a voice vote and a show of hands in favor of Mr. Rosenberger for Chairman.

Ayes – Rosenberger, Underwood, Hansohn, Aylor

Nays – Chase, Nixon, Walker

Mr. Bossio declared Mr. Rosenberger Chairman for 2010.

### **ELECTION OF VICE-CHAIRMAN**

Mr. Rosenberger assumed the position as Chairman and opened the floor for nominations for Vice-Chairman of the Board for calendar year 2010.

Mrs. Hansohn nominated Mr. Aylor.

Mr. Walker nominated Mr. Chase.

With no further nominations, Mr. Rosenberger asked for a motion that the floor be closed to nominations.

Mr. Underwood moved, Mrs. Hansohn seconded, that the floor be closed to nominations.

The motion carried with all Ayes.

Mr. Rosenberger called for a show of hands in favor of Mr. Chase for Vice-Chairman.

Ayes – Chase, Nixon, Walker

Nays – Rosenberger, Underwood, Hansohn, Aylor

Mr. Rosenberger called for a show of hands in favor of Mr. Aylor for Vice-Chairman.

Ayes – Rosenberger, Underwood, Hansohn, Aylor

Nays – Chase, Nixon, Walker

Mr. Rosenberger declared Mr. Aylor Vice - Chairman for 2010.

Mr. Rosenberger called for a brief recess until 10:09.

### **CONSIDERATION OF RULES OF PROCEDURE & REGULAR MEETINGS CALENDAR FOR 2010**

Mr. Rosenberger presented the proposed revised Rules of Procedure to be used in regular meetings for calendar year 2010. He noted the Rules Committee had recommended several changes and opened the floor to discussion.

Mr. Walker stated most of the changes recommended by the Rules Committee were self-explanatory. He noted Item 4 - 4F regarding Substitute Motions was an exception, the feeling of the Committee was to remove the item and use Roberts Rule of Order but he

was reluctant to recommend removing it without any background of why it was added. He thought Mr. Rosenberger and Mr. Chase may recall why it was added or have some background on it. Brief discussion followed and concluded with Mr. Underwood noting that Item 4F did not follow Roberts Rules of Order and Mr. Chase briefly discussed his recollection of the background for including this and concurred it could be removed.

Mr. Walker moved, Mr. Underwood seconded to approve the proposed revisions to the Rules of Procedure for 2010 with the additional amendment to eliminate Section 4 - 4F.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

Mr. Rosenberger questioned 4-4 N, Motion to Reconsider, because he felt if new information comes to light the Board should have ability to revisit the issue and that it should not be tied to a two month period.

Mr. Thorpe directed the Boards attention to Item 4 - 8, which allows the Board to suspend the rules for unforeseen circumstances, rather than try to write rules for all possible situations.

Mr. Chase agreed with Mr. Rosenberger that item 4 – 4N could be taken out.

Mr. Nixon pointed out the Board had just approved the Rules of Procedure and these sections were included. He asked why the Board was discussing making a change to it already. Mr. Walker agreed his motion had been to approve the Rules of Procedure with the with the revision to eliminate Section 4-4F. Mr. Rosenberger acknowledged he was mistaken on what the motion had been, thinking it just concerned the approval of deleting Section 4 – 4F.

Mr. Walker briefly discussed his interpretation of item 4 – 4N with Mr. Rosenberger.

Mr. Rosenberger referenced the 2010 Regular Meetings Calendar and questioned moving the Board's meeting for the Town's election. Mr. Walker specified that the Rules of Procedure specifically states the Board will move its meetings when elections fall on its regular meeting day and every other year the Town's election is on the first Tuesday in May.

Mr. Rosenberger stated he was sorry he missed this as being a part of the motion, because he wanted to discuss the issue and if further consideration needed to be given, it could be brought up again in the future.

### **APPROVAL OF AGENDA**

Mr. Rosenberger called for additions or deletions to the agenda.

Mr. Bossio asked that Item 6.06a be postponed until the February meeting at the request of the Commonwealth's Attorney.

Mr. Underwood moved, seconded by Mrs. Hansohn to approve the agenda as amended.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

### **APPROVAL OF MINUTES**

Mr. Rosenberger presented the minutes of the December 1, 2009 10:00 a.m. and 7:00 p.m. regular meetings and the December 10, 2009 6:00 p.m. Special Joint County and Town Meeting to the Board for approval.

Mr. Underwood moved, seconded by Mr. Walker, to approve the December 1, 2009 10:00 a.m. and 7:00 p.m. regular meetings and the December 10, 2009 6:00 p.m. Special Joint County and Town Meeting minutes as presented.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

### **CONSENT AGENDA**

Mr. Bossio reviewed the following consent agenda items :

a) The Board will consider a budget amendment in the amount of \$1,000 for the Sheriff's Office for funds received on DARE calendars.

b) The Board will consider approving transferring \$3,796 from General Fund to communication tower sites for emergency generators repairs.

c) The Board will consider acceptance of and a budget amendment in the amount of \$675 for the Employee Action Committee (EAC) for a donation received from the Willoughby Foundation, Inc.

d) The Board will consider acceptance and appropriation of a \$25,379 Workforce Investment Act grant to be used for Options youth winter employment program. (No local match required)

Mr. Rosenberger opened the floor for comments or discussion.

Mrs. Hansohn commented, on Item d, and suggested that at some time in the future she would like to have someone from Options come to a Board meeting and report on the youth summer employment program.

Mr. Underwood, referring to Item c, noted it was actually a \$7,000 dollar donation for the Christmas party, which was extremely generous, and the \$675 was what was left.

Mr. Walker asked if he understood Item b correctly, that the funds transferred to communications tower sites were part of a \$9000 insurance reimbursement to cover repair expenses previously taken out of the tower budget, and if so, this was a positive situation. Mr. Bossio explained the \$9000 was from an insurance reimbursement for tower repairs paid out of the tower site budget. The reimbursement was deposited in the General Fund and to allow the tower budget to gain access to the money for generator repairs, \$3,796 had to be transferred back into the tower budget from the General Fund.

Mr. Aylor moved, seconded by Mrs. Hansohn, to approve the consent agenda items as presented.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

### **GENERAL COUNTY BUSINESS**

### **SPECIAL PRESENTATIONS/RECOGNITIONS**

*There were no Special Presentations/Recognitions forwarded.*

### **VDOT REPORT TO THE BOARD**

Mr. Donald Gore, Residency Administrator, provided an update regarding VDOT construction and activity within Culpeper County.

Construction: Route 229, progressing well; Route 745, off of Route 522, has been shut down until spring, due to weather conditions; and the scoping report on Route 784, (Western Outer Loop) has been sent to the Central Office and the survey is underway.

Maintenance: Snow removal; removed debris and repaired washout on Route 628 low water bridge; responded to citizen complaint; normal maintenance operations; repaired or replaced several signs; repaired Route 720; and trash removed from rights of way. He

complimented the efforts of Roberta Jackson, noting that 36 miles were covered, 128 hours provided, 114 bags of trash and 4 tires were picked up in addition to the normal VDOT pick ups.

Traffic: Erected speed limit signs on Route 647 paved sections; speed limit signs erected on Route 644 – 40 MPH to Rappahannock County Line; school bus signs erected on Route 647; communicated with Fred Rankin on school bus stops involving Intersections of 603/643/645; the sight distance study performed on Route 669/672 discovered there was a 480 ft. sight distance and 500 ft. is required and the stopping sight distance is 380 ft. and 300 ft. is required.

Mr. Gore briefly reviewed the land development permits and planning performed.

Mr. Aylor stated he wanted to thank Mr. Gore and especially Mr. Tate for addressing issues with roads in the Cedar Mountain District. Mr. Aylor stated he appreciated Mr. Tate's quick response.

#### **CULPEPER SOIL AND WATER CONSERVATION DISTRICT BOARD REPORT**

Mr. Tom O'Halloran, CSWC Board Member, reported it had been a fairly active second quarter of the year. He noted that most of their activities had been funded with carry over monies from the Eastern Shore, \$79,000 from priority funding and \$39,000 from secondary funding. He stated there had been a little over \$100,000 in cost share received for conservation efforts in the County, which added a \$3,000 tax credit for the farmers. About 30% of the total activities of the Soil and Water Conservation District was performed in Culpeper County and this did not include the TMDL programs.

Mr. O'Halloran stated one of the programs they had been working on was reviewing the lakes and dams they had charge over in the District as mandated by the State. He noted the only one he had data on was Mountain Run Dam 13 (Merrimac Lake). This lake is south of Route 29 and the main thing discovered is the fact that the dam needed to be designed for certain flood ratings and the down stream area is suppose to be mapped to determine what could be lost downstream due to a flood. There is one house and the tractor supply business, which falls into a flood-rating category that requires the classification of the dam as a serious risk. This means there is a possibility of loss of life and/or severe property damage. He further discussed the dam design and requirement to appropriately document the dam area. He noted if they found that any of the dams within this District needed additional construction to bring them up to standard, they had received assurance from the State of Virginia that there would be funds forthcoming. Mr. O'Halloran stated the study should be completed sometime in July and then the report would go to the State and would be shared with the jurisdictions involved.

Mr. O'Halloran stated he had this information on a CD and would be happy to provide a copy to Mr. Egertson.

Mr. Underwood asked Mr. O'Halloran to explain the CSWC's involvement with the TMDL program. Mr. O'Halloran stated he was not as involved and knowledgeable as others who were handling it. He said he would know a little more about it after a meeting he would be attending that day. He noted the TMDL program was being developed in conjunction with the EPA and State of Virginia, but it was not final on what they wanted the District to do. He said there were some programs in place for the Chesapeake Bay funding. He noted it was still in the exploratory stage.

Mrs. Hansohn asked if Merrimac Lake was privately owned. Mr. O'Halloran stated the lake was under the CSWC charge, but he was not positive they owned it. He briefly discussed the annual review and maintenance that are required and the fact that the USDA and State agencies that come in and inspect the dams and make recommendations on maintenance. Mrs. Hansohn stated she would have people call the CSWC office if more information was desired.

Mr. Rosenberger stated that a constituent had asked him whether or not new power line construction had to follow erosion and sediment control regulations. Mr. O'Halloran stated he did not know, but was willing to check on this and get back with him.

#### **RESOLUTION REQUESTING VDOT TO POST SIGNS ON ROUTE 672**

Mr. Egertson stated before the Board was a Resolution requesting VDOT to post signs on Route 672 to alert motorists about the presence of a deaf child playing in the area. He explained that he had received a letter from a citizen concerned with the child's safety and requesting the posting of the sign. He noted that VDOT can do this, but will not do so until it receives the resolution from the Board of Supervisors.

He noted the first "Whereas" clause should state Route '672' and he would make this correction if the Board approved the resolution.

Mr. Chase moved, Mrs. Hansohn seconded, to approve the resolution.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

#### **NEW BUSINESS**

#### **COMMITTEE REPORTS**

#### **AD HOC ANIMAL SHELTER ADVISORY COMMITTEE**

Mr. Chase stated the next regular monthly meeting was scheduled for January 26, 2010 at 9:00 a.m.

**AIRPORT ADVISORY COMMITTEE - December 9, 2009**

Mr. Bossio reported there were no actions forwarded.

(See Attachment 1 for details of the Committee meeting.)

**BUILDING AND GROUNDS COMMITTEE**

Mr. Aylor noted the next regular monthly meeting was scheduled for January 12, 2010 at 8:00 a.m.

**E-9-1-1 BOARD - December 17, 2009**

a) The E-9-1-1 Board approved the Director presenting his proposed FY 11 Budget requests to the Board of Supervisors and Town Council. The E-9-1-1 Board did not make a recommendation on the proposed budget.

Mrs. Hansohn noted there were no actions for the Board to consider at this meeting.

(See Attachment 2 for details of the Committee meeting.)

**PERSONNEL COMMITTEE - December 17, 2009**

a) The Committee recommends the Board approve the Statement of Support for the Guard and Reserve.

Mr. Nixon presented the Committee's recommendation and moved that the Board approve the Statement of Support for the Guard and Reserve. Mr. Walker seconded the motion.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

(See Attachment 3 for details of the Committee meeting.)

**PUBLIC SAFETY COMMITTEE - December 17, 2009**

Note: During the agenda approval, Item (a) was postponed until the Board's regular meeting in February 2010.

a) The Committee recommends the Board approve the Commonwealth Attorney's request for appropriation of up to \$20,000 to hire an expert witness.



b) The Committee recommends that the Board approve eliminating non-county residents from the Compassionate Revenue Recovery for EMS Ambulance Transports.

Mr. Nixon presented the Committee's recommendation and moved that the Board approve eliminating non-county residents from the Compassionate Revenue Recovery for EMS Ambulance Transports. Mr. Walker seconded the motion.

Mr. Williams in response to questions noted if this recommendation was approved Culpeper County residents would have their co-payments and deductibles waived and non-county residents would be billed for co-pay and deductibles. Patients transported who not do have health insurance upon request, will be sent a hardship waiver form. The County would waive the transport charge for financial hardship.

Mr. Rosenberger asked how many calls fell into this category. Mr. Williams estimated approximately 10%. A discussion ensued relative to administration of the program and how certain details would have to be worked out. Mr. Williams estimated the average cost for a basic transport was \$350.00 and advanced life support transport could run from \$600 to \$900.

Mr. Aylor wanted to be sure that hardship waivers could be granted. Mr. Williams stated yes and briefly explained how Diversified Billing would note this on the bill and the individual could apply for such a waiver.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

### **PUBLIC WORKS COMMITTEE**

There was no meeting in December. The next regular monthly meeting was scheduled for January 12, 2010 at 1:30 p.m.

### **RULES COMMITTEE – December 8, 2009**

a) The Committee, based on proposed changes to the Rules of Procedure, recommends the Board approve the Citizen Forum Sign Up Sheet as amended.

Mr. Walker presented the Committee's recommendation and moved approval of the proposed changes to the Citizen Forum Sign Up Sheet. Mr. Underwood seconded.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker

Motion carried 7 to 0.

b) The Committee recommends the Board approve the Policy on County Grant Requests as amended.

Mr. Walker presented the Committee's recommendation and moved approval of the Policy on County Grant Requests as amended. Mr. Underwood seconded the motion.

Mr. Rosenberger stated the policy was originally put into place so the Board would be aware of when and what type of grants were being sought, this way the Board would be aware of positions that would be grant funded, etc.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker

Motion carried 7 to 0.

(See Attachment 4 for details of the Committee meeting.)

#### **TOWN & COUNTY INTERACTION COMMITTEE**

Mr. Underwood noted there was no meeting in December and the next regular monthly meeting was scheduled for January 27, 2010 at 7:30 a.m.

#### **ECONOMIC DEVELOPMENT**

Mr. Sachs, Economic Development Director, provided the following report for November:

- 1) County Express reported 517 riders
- 2) Small Business Development Center reported it assisted six individuals

#### **ADMINISTRATOR'S REPORT**

- a) 2010 Holiday Calendar

Mr. Bossio reported that the 2010 Holiday Calendar was included in the packet. He pointed out there was a Joint Board of Supervisors and School Board meeting on January 12<sup>th</sup> at 6:00 p.m. at the Culpeper County High School Library and a Joint County and Town meeting on January 14<sup>th</sup> at 6:00 p.m. at the Daniel Technology Center as indicated on the monthly calendar.

#### **CLOSED SESSION**

Mr. Aylor moved, Mr. Underwood seconded, to enter into closed session, as permitted under the following *Virginia Code* Sections, for the following reasons:

1. Under *Virginia Code* § 2.2-3711(A)(1), to consider:
  - (A) An appointment to the Culpeper Human Services Board to fill an unexpired term ending on December 31, 2012 (Note: This item was deleted, see discussion on motion.)
  - (B) An appointment to the Parks & Recreation Advisory Committee to fill an unexpired term ending on December 31, 2012
  - (C) Discussion of the employment and performance of specific public employees of the County
2. Under *Virginia Code* § 2.2-3711(A)(10), for consideration of potential nominees for the "Culpeper Colonel" award.
3. Under *Virginia Code* § 2.2-3711(A)(3), (A)(7) & (A)(30), for discussion with legal counsel and Staff to consider the terms and scope of a proposed agreement with the Town of Culpeper, regarding boundary adjustment, water and sewer service including a regional water and sewer authority, and related issues, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.

Mr. Nixon pointed out that based on the Board's request, the Personnel Committee normally interviews the applicants for the Planning Commission and Human Services Board. He stated the Committee had not interviewed the applicants for the Human Services Board.

Mr. Aylor stated if this was standard procedure then that portion of the closed session motion should be pulled so the Personnel Committee could take the appropriate action. Mr. Underwood as the member that seconded the motion agreed with the amendment.

Mr. Rosenberger asked if the Board wished to make the single Board member appointments to the outside boards, committee, etc. at this meeting or wait until February. If so, the motion would have to be further amended.

Mrs. Hansohn suggested waiting until February and there were no objections.

Mr. Nixon moved to strike Item 1 (A) from the motion on closed session. Mr. Underwood seconded. Mr. Aylor stated he had not objections.

Mr. Rosenberger called for a voice vote.

Ayes - Aylor, Hansohn, Nixon, Rosenberger, Underwood, Walker

Nays - Chase

Motion carried 6 to 1.

The Board entered closed session at 10:50 am. The Board reconvened in open session at 1:00 p.m.

Mr. Rosenberger polled the members of the Board regarding the closed session held. He asked the individual Board members to certify that to the best of their knowledge, did they certify that (1) only public business matters lawfully exempted from the open meeting requirements under Virginia Freedom of Information Act, and (2) only such public business matters as were identified in the closed session motion by which the closed meeting was convened, were heard, discussed or considered by the Board in the closed session.

Ayes – Underwood, Aylor, Walker, Chase, Nixon, Rosenberger, Hansohn

Mr. Aylor moved, Mrs. Hansohn seconded, to appoint Dan Holmes to fill the unexpired term of Gerry Ludwig on the Parks & Recreation Advisory Committee. The term ends 12-31-~~2012~~ (2011).

Mr. Rosenberger called for a voice vote.

Ayes – Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

Mr. Aylor moved, Mr. Underwood seconded, that the new grant funded VA EECBG inspector administrator positions and job descriptions for the Building Department be approved upon the condition that the grant is received.

Mr. Rosenberger called for a voice vote.

Ayes – Aylor, Chase, Hansohn, Nixon, Rosenberger, Underwood, Walker  
Motion carried 7 to 0.

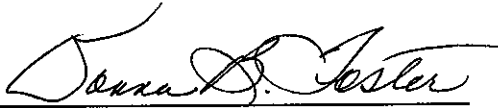
Mr. Aylor moved, Mr. Walker seconded, that in furtherance of good faith negotiations that the proposal which was previously outlined by County Staff for the Town/County settlement of the boundary line and water & sewer authority issues which is incorporated and restated by this reference, is approved and shall be submitted to the Town for their response at the January 14, 2010 joint meeting.

Mr. Rosenberger called for a voice vote.

Ayes – Aylor, Chase, Hansohn, Rosenberger, Underwood, Walker  
Nays - Nixon  
Motion carried 6 to 1.

**ADJOURNMENT**

The meeting adjourned at 1:04 p.m.

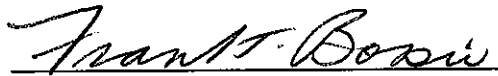


Donna B. Foster, Deputy Clerk



Brad C. Rosenberger, Chairman

Attest:



Frank T. Bossio, Clerk to the Board

Approved: February 2, 2010

***Culpeper Regional Airport  
Advisory Committee Meeting  
December 9<sup>th</sup>, 2009***

***Location: Airport Conference Room***

<b>Present:</b>	Tony Dias, Jim Bailey, Bob Yeaman, Mike Dale, Bill Flathers, Bill Chase and Steve Nixon
<b>Absent:</b>	John Hunton
<b>Guests/Speakers/Press:</b>	T.R. Proven, M.T. Brown and J.J. Quinn
<b>Staff:</b>	Frank Bossio and LeeAnn Stumpff

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**Call To Order**

- ❖ Mr. Flathers called the meeting to order at 8:00 a.m.

**Approval of the Minutes**

- ❖ *The minutes from the November 18<sup>th</sup>, 2009 meeting were approved as written. Ayes all.*

**Airport Director's Update**

- ❖ Mr. Bossio talked about the budget process that is in full swing at the County. Mr. Bossio informed the committee that there wouldn't be enough funds for the new terminal in the next fiscal year. The committee asked about the stimulus dollars that were requested to help fund the terminal building. Mr. Bossio stated that the size of the proposed terminal building did not fit the qualifications for this funding. Mr. Bossio also added that the State is looking at an estimated 3.5 Billion shortfall of funding which will ultimately affect many departments. The committee also discussed refinancing the loan for the hangars. Mr. Bossio stated that they have already looked into refinancing any of the loans that the County has and it cannot be done for the next two years. Since the hangars don't have but a few years left on the loan, it may not be worth it. Varied discussion on budget and finances.

**SAFETY/SECURITY ISSUES:**

- ❖ Mr. Bossio met with Whit Turner and Jose Sorzano regarding the biometric access reader for the gate access several months ago. The unit has been reworked and reinstalled on the field. The unit appears to be working since the installation. Mr. Dias added that his tolerance on the unit is quite high but that it works for him.

**CUSTOMER SATISFACTION INDEX: Mike Dale**

- ❖ No discussion at this time.

**AIR FEST 2010: 10/09/10**

- ❖ The committee had some additional topics from learned lessons of Air Fest 2009.
  - Some people had complained that they wanted to be able to fly on the day of the air fest. The committee has agreed that due to the size and layout of the show we cannot have additional aircraft on the field and in the air. This is a safety issue as well as a space issue. Mr. Bossio mentioned that PPR (Prior Permission Required) slots could be considered by the air fest committee. This would be based aircraft that would need to leave around the air fest. Mr. Dale added that emergency situations can arise also that would have to be considered. Varied discussion here.

**Open Discussion**

- ❖ The FAA came out and installed the necessary equipment for the new Clearance Delivery frequency 121.6. This will afford the pilots better communication with ATC. According to Mr. Yeaman, this new frequency is working great. Mr. Bossio added that the Jet traffic utilizing the airport likes this amenity.
- ❖ Mr. Dale started the discussion on the future of the airport by talking about the airport staying competitive in regards to hangar and tax rates. Companies looking to base aircraft at the airport will value a low tax rate and the low hangar rate. Varied discussion here.
- ❖ Master Plan discussion ensued and a Master Plan update committee meeting will be held at 9:30 A.M. today after this meeting.
- ❖ The committee discussed the importance of meeting, in particular, corporate jets with a red carpet. Customer Service discussion ensued.
- ❖ Mr. Quinn informed the committee that a meeting/social will be held at the Culpeper Country Club on Saturday, January 23, 2010 from 2:00 p.m. – 5:00 p.m. It is free and open to all users of the airport.

**Adjournment**

- ❖ The meeting was adjourned at 8:55 a.m.

Attachments:

- None at this time

Approval:

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

***Culpeper Regional Airport  
Advisory Committee Meeting  
January 13<sup>th</sup>, 2010***

***Location: Airport Conference Room***

<b>Present:</b>	Mike Dale, Tony Dias, Bill Flathers, Jim Bailey, Bob Yeaman, Bill Chase and John Hunton
<b>Absent:</b>	None
<b>Guests/Speakers/Press:</b>	M. T. Brown and J.J. Quinn
<b>Staff:</b>	Frank Bossio and Tanya Woodward

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**Call To Order**

- ❖ Mr. Bossio called the meeting to order at 8:04 a.m.

**Election of Chairman and Vice-Chairman**

- ❖ Mr. Bossio called for nominations for Chairman of the Airport Advisory Committee. Mr. John Hunton was nominated for Chairman and seconded. They're being no other nominations; Mr. Bossio closed the nominations and called for a vote on Mr. Hunton becoming the next Airport Advisory Committee Chairman, Ayes all.
- ❖ ***Mr. Hunton was voted to be the Chairman of the Airport Advisory Committee for 2010.***
- ❖ Mr. Hunton called for nominations for Vice-Chair of the Airport Advisory Committee. Mr. Bailey was nominated for Vice-Chair and seconded. They're being no other nominations; Mr. Hunton closed the nominations and called for a vote on Mr. Bailey becoming the next Airport Advisory Committee Vice-Chairman. Mr. Hunton asked for a show of hands vote. All hands shown in favor.
- ❖ ***Mr. Bailey was voted to be the Vice-Chairman of the Airport Advisory Committee for 2010.***
- ❖ A unanimous "thank you" was given to Mr. Flathers and Mr. Yeaman for their tenure as respectively Chairman and Vice-Chair.

**Approval of the Minutes**

- ❖ ***The minutes from the December 9<sup>th</sup>, 2009 meeting were approved as amended. Ayes all.***

**Airport Manager's Update**

- ❖ Mr. Bossio and Mrs. Woodward started the discussion on the recent snowfall of 25 inches and the subsequent snow removal effort.
  - To summarize, Mr. Bossio stated that this amount of snow falls typically once every 10 years or so. The snow removal was done to the best of the



airport's ability with the equipment that is available. The County doesn't have the capital or need to acquire expensive equipment that will handle this type of snow when it is infrequent that we get a snow this large. The airport was opened on Wednesday the 23<sup>rd</sup> of December along with Warrenton and Orange airports. The airport does have a policy, which prioritizes the areas to be cleared on the airfield.

- There was some discussion on the constant breakdowns with the equipment and the need for some updated equipment. Mr. Culpeper looked on the Federal Surplus for some equipment and one that he found was \$49,000. This is not necessarily feasible, as it will sit most of the year just like our Deuce and ½ that we currently use. A tractor may be utilized year round for mowing and snow removal and this may be a more feasible alternative to purchasing a used truck. Varied discussion here.
- ❖ Mrs. Woodward updated the committee on the Archeological site work. The CRI team needs a few more days at the airport site to finish up, however, do to the wet and recent snowy conditions this effort has been hampered. They will come back to the site as soon as weather is permitting. The written report is being compiled and will be submitted to the FAA within the next 30 days and with their concurrence the report then goes to DHR for their approval, which may take another 60 days. An educated guess is that this will be finalized by spring and then the site design work can commence for the t-hangars to be built on that location. The artifacts that were recovered from the site will be stored at the DHR archives in Richmond. We may request to have those items for viewing in the new terminal building once it is built.

### **Safety/Security Issues**

- ❖ There was a question on the plastic cover over the biometric box on the field. As we have had issues with the box getting water in it and condensation etc. we felt it was a good idea to be proactive and cover the box to try and protect it. The alternate entrance button was not obscured and could still be utilized. After the wet weather subsides and so normal temperatures return we will uncover the box and resume using it for entrance to the field. Varied discussion ensued.

### **Customer Satisfaction Index: Mike Dale**

- ❖ Mr. Dale and Mrs. Woodward have had no response to the request for new/additional questions for an updated survey. Mrs. Woodward added that maybe we need to discuss further what we want to know the answers to before asking for questions.

### **AIR FEST 2010: 10/09/10**

- ❖ Mr. Dale is working on ways to broaden the air fest souvenir program that was debuted at the air show last year. The key to this advertising medium is going to be getting the program out earlier and by getting started earlier on the effort we will get more sponsors to help produce the booklet. Mr. Dale would like to have

the program out and available for free in the local counties well in advance of the air show.

- ❖ Mr. Dale also is in discussions with Jerry Yeagan of the Fighter Factory to see about bringing some aircraft for the show.
- ❖ Mr. Dale is also talking with Mike Ginter of our based CAF branch, to try and initiate a FAS training program to be held here at the airport on the Wednesday and Thursday of the week of the air show. We could have some additional 8-12 vintage type aircraft here for the show. Coordination will be key for this and Mr. Ginter is willing. A vote was called for support of this effort.
- ❖ ***Mr. Yeaman moved in support of the Air Fest committee investigating having the FAS program here at the airport. Mr. Bailey seconded the motion. Ayes all.***
- ❖ Mrs. Woodward asked for a clarification on the duties for the air fest. They are as follows:
  - Mike Dale: Performances and show line-up as well as the WarBirds and many other coordination efforts
  - Tony Dias: Automobile Parking and liaison with the Sheriff's department for parking
  - John Hunton: Air show announcer and field layout mapping
  - Jim Bailey: Volunteer coordinator
  - T.R. Proven: Air Boss including waiver to FAA
  - John Corradi: Performer and field set-up etc.
  - Bob Yeaman: Safety Liaison
  - Bill Flathers: Food Vendor Coordinator
  - Fuel King position has yet to be filled.
- ❖ The air fest committee will meet for the first meeting of 2010 after the February advisory committee meeting.
- ❖ The air fest committee's first order of business will be to develop a master plan for the air fest. Varied discussion here.

### Open Discussion

- ❖ Mrs. Woodward was asked for an update on the ICAS Convention, which she attended for the first time in December. Varied discussion here.
- ❖ J.J. Quinn reminded the committee of his CAS get-together planned for the 23 of January at the Country club in Culpeper from 2:00 p.m. – 5:00 p.m. All CJR users are invited to attend.
- ❖ Mr. Bossio informed the committee that the terms for the advisory committee members needs to be staggered for the continuation of the support of the BOS. All the committees are looking at their member terms and doing the very same thing. The members agreed and will do this.
- ❖ Mr. Bossio passed around a printout that was compiled from another County regarding the personal property rates on aircraft in other airports around the Northern Virginia area and into Maryland. (See attachment #1). Mr. Bossio noted that out of the 13 airports listed, Culpeper has the highest tax rate on aircraft. Mr. Dale added that the airport strategy is in direct conflict with the County plan regarding aircraft tax rates. The airport needs to be competitive with other airports in the area to attract corporate based aircraft. Varied discussion here.

- ❖ Mrs. Woodward informed the committee that January is General Aviation Appreciation Month in West Virginia. (See attachment #2).

**Adjournment**

- ❖ The meeting was adjourned at 9:25 a.m.

Attachments to the Minutes:

- (1) Aircraft Personal Property Tax Rates handout
- (2) AOPA article on GA Appreciation month for West Virginia

Approval:

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

AOPA Online: 'General Aviation Appreciation Month'<sup>1</sup> opens 2010 in W.Va.

Pasje 1 of 1

# & AOPA

'Genera' Aviation Appreciation Monti")<sup>1</sup> opens 2010 in W.Va.

By Alyssa J. Miller

West Virginia is ringing in the new year with a salute to general aviation. Gov. Joe Manchin III, who is also a pilot and AOPA member, signed a proclamation dubbing January "General Aviation Appreciation Month."

"Governor Manchin and the state of West Virginia are committed to aviation," said Greg Pecoraro, AOPA vice president of airports and state advocacy, who attended the proclamation signing Jan. 7. "AOPA appreciates the support general aviation receives in the state. West Virginia's efforts are a model for other states."

The state is home to manufacturing and repair facilities for Aurora Flight Sciences, Bombardier Aerospace, Lockheed Martin, Pratt & Whitney, and Tiger Aircraft. Aerospace is one of the fastest-growing sectors of the state's economy, according to the proclamation, adding nearly 600 new jobs between 2000 and 2005 and contributing 3,200 jobs either directly or indirectly related to the industry. GA also contributes \$616 million to the state, which boasts 34 airports and 1,859 pilots.

"Given our state's geography, a great many businesses and communities depend upon General Aviation aircraft and small aircraft of all types for access to medical treatment, mobility, economic opportunity, disaster relief, and a wide range of critical resources," the proclamation noted.

Manchin is a strong GA advocate and led AOPA's GA Serves America Rally in November 2009 at the association's Aviation Summit in Tampa, Fla. Watch the rally on AOPA Live.



Left to Right Alliance for Aviation Across At el  
Selena Shihad, AOPA Vice President of Airports and  
State Advocacy Greg Pecoraro, W.Va. Gov. Joe  
Manchin III, NATA's Krislen Moore, NBAA's Dan  
Hubbard and w vr. Aeronautics Commission Director

## AOPA. TOP STORIES

ADS-B goes beyond radar in the Gulf Repair station  
approved for Yankee, Tiger, Cheetah Fatal NASCAR  
C310 accident leads to SAIB Lotain County closure  
would flout federal obligations Hawker Beechcraft to  
charge for service inquiries Two-way radio to be  
required near Luke AFB

±

# Aircraft PP Tax Rates - 1/2010

Martin State  
(Baltimore County)-  
No Tax

Baltimore  
(Baltimore County)  
No Tax

Gaithersburg  
(Montgomery County)  
No Tax

Aircraft Owners In  
Virginia already pay a

premium to base here  
- a one-time 2% **Sales**  
& **Use Tax**. MDand  
WV exempt ALL  
aircraft from this tax.

Hagerstown, MD Frederick, MO (City of Frederick)  
(Washington County) No Tax

Martinsburg (WV  
Authority)  
No Tax

Leesburg  
(Loudoun County)  
\$ .01 /100

Dulles  
(Loudoun County) \$  
.01 /100

Manassas  
(City of Manassas)  
\$ .0001 /100

Winchester (Frederick  
County) \$ .425 /100  
Manufacture and Ag  
Exemptions  
All current corporate aircraft  
exempted

Stafford  
(Stafford County)  
\$ .01 /100

Warrenton  
(Fauquier County)  
\$ .001 /100

Culpepper  
(Culpeper County)  
\$ .63 /100

V

✓ Indicates Action Taken

***E-9-1-1 Board of Directors' Meeting  
Board Room – 302 N. Main Street, Culpeper, VA  
Thursday, December 17, 2009 - 7:00 A.M.***

Members Present: Jim Branch, Sue Hansohn, Laurel Gravatte, Frank Bossio, Jeff Muzzy, Scott Barlow, Tom Williams, Anthony Clatterbuck, 1<sup>st</sup> Sgt. Dean (advisory member)

Staff Present: Steve Basnett, Wayne Green, Warren Jenkins, Nicki Tidey, Paul Howard, Christopher Fox, Kimberly Hill, William Martin, Donna Foster

Members Absent: None

**Call to Order**

Sheriff Branch called the meeting to order at 7:00 a.m. and thanked the members for their willingness to meet at 7:00 a.m. in order for Ms. Tidey to make a presentation and still make another commitment.

**Approval of Agenda**

Sheriff Branch requested the members review the agenda for approval.

Mr. Clatterbuck noted a correction in the spelling of Mr. Doug Monaco's name and requested that he be allowed to make a report from the Fire and Rescue Association on the status of the drafting of the new Fire and Rescue Association contract with the County and its plan/process for consideration of developing a fire levy.

Sheriff Branch noted these reports could be made under Other Business.

Mr. Clatterbuck moved, Chief Barlow seconded, to approve the agenda as amended. The motion carried with all Ayes.

**Approval of Minutes –September 17, 2009**

The Board briefly reviewed the minutes from its last meeting. Mrs. Hansohn moved, Mr. Clatterbuck seconded, to approve the minutes as presented. The motion carried with all Ayes.

**Special Report**

**a. Report re: Turnover Reduction Methodology – Nicki Tidey**

Ms. Tidey expressed her appreciation to the Board for changing the meeting time. She provided the Board with a packet containing copies of the slide and support information she was going to present on turn over reduction rates and costs. (A copy of this packet is on file.) Ms. Tidey explained that in an effort to determine why this was occurring and how to creatively reduce the cost of turnover she had decided to utilize the Association of Public-Safety Communications Officials (APCO) Project Retains to reduce the turn over costs by at least 15% and improve the tenure of current employees. She noted that APCO pretty much set the industry standards for E-9-1-1 Centers and had performed comprehensive research on turnover rates and methodology on what could be done to correct the turn over.

Ms. Tidey addressed the objectives of the project retains pointing out various points:

- More staff is needed (This was a point that Mr. Basnett would be discussing later with the Board)
- Awards policy has been put into place. Next to pay, recognition is the biggest complaint from employees. They want to be recognized as 9-1-1 professionals.
- Lifesaving and Stork Clubs are in place and two recognitions have been awarded for lifesaving efforts.
- Compensation – Basic and Supplemental: Basic is in place and offers certain perks; however, supplemental is needed to help motivate and encourage individuals to stay.
- Working conditions – The center is new and up to date and beautiful which is a huge asset.
- Retirement system is in place with the county

Ms. Tidey informed the Board that she had been with the County for two years and during that period of time the E-9-1-1 Center had experienced a 50% turn over which was a lot.

She noted she had considered the turn over rates for the period of 2009-2009:

- Allocated Staffing = 19: 2 Administrative and 17 Communications Officers
- 2008-2009 lost 15 employees: 5-could not complete training; 2-hired by CPD; 7-resigned and 1-hired by COES.

Ms. Tidey noted, based on the formulas she used, the total turn over costs per employee is \$47,670.10. She pointed out the breakdown by line item and how it takes approximately one year before a position is filled.

She noted that Staff was asking permission of the E-9-1-1 Board to present a request to the Personnel Committee, and ultimately to the Board, that a Career Ladder be implemented. She noted that currently there is no process by which a communications officer can advance in any way. She discussed the proposed changes to positions/titles/grades and the estimated cost. Comparisons chart on how this proposal compared to other organizations was also provided.

Ms. Tidey addressed the salary ranges and what would be needed to implement the career Ladder. She noted the FY 10 budget could support implementation at an estimated cost of \$4,907 and future budgets would need to include the necessary appropriation.

She noted that they had sought and received a training grant in the amount of \$38,000 to help ensure that people are being trained prior to being considered for promotion. She noted progress measurement would include: producing FY and CY report to show turn over rate, survey employee moral and productivity, and tract employee tenure.

Ms. Tidey, in response to a question from Mrs. Hansohn, discussed the intensive training program. She stated the training equated to doing a college semester in 20 weeks. She noted multi-tasking seemed to be the most difficult and was where most people struggled and ended up leaving.

Mrs. Hansohn asked if there were more male or females that were not completing the training. Ms. Tidey stated it was primarily female and that demographically it was predominantly a female-based career. Mrs. Hansohn asked if the grade promotion would be based on annual performance evaluations. Ms. Tidey stated this would be part of it; however, the level of training would be a large component. She noted the minimum time for going from communications officer to communications officer II would be two years. She discussed how the methodology was already in place.

Mr. Bossio asked that Ms. Tidey break out the estimated cost of \$4,907 to reflect what portion would be actual money expended. Ms. Tidey referred to the sheet illustrating the breakdown.

Mr. Clatterbuck questioned how the formal training costs total of \$47,059.70 was figured. Ms. Tidey noted she used a formula from an Internet resource. She noted it was a manpower derived cost and briefly discussed what was included. Ms. Tidey stated she would be happy to send the link to the members.

Mr. Clatterbuck noted if fifteen people had been lost over a two year period this equated to approximately \$715,000 and asked if this money was being used as an offset to implement the program and asked how much real money will this save. Ms. Tidey stated she did not have the answer to this question at this time. She reiterated that they were asking to be able to move the matter forward to the Personnel Committee.

Mr. Basnett responded to Mr. Bossio and Mr. Clatterbuck's question noting that much of the cost is derived from personnel costs and is not actually cash. Mr. Bossio noted the hard costs involved were separation costs, position advertisement costs, overtime costs, etc. and these needed to be broken out.

Mr. Basnett noted they were always in training mode, because there are usually vacancies and currently there were two. The fact that the two positions are vacant offsets the costs in the other areas.

Chief Barlow asked that Mr. Basnett explain how the various issues such as lack of experience, etc. affects the morale of the employees within the entire public safety arena. Mr. Basnett noted this would be part of his budget presentation later. Chief Barlow agreed to wait for this discussion later on the agenda.

Mr. Muzzy noted he had experienced similar turn over problems in the past and it did not work to just address it with salary adjustments. He liked the career ladder approach.

Sheriff Branch asked if Ms. Tidey had discussed the concept with the employees at the center and what reaction there had been. He also questioned what reason the folks listed as "resigning" had given when they left.

Ms. Tidey noted the majority of them were due to financial/personal reasons i.e. one lady had lost her home and had to move out of the area, another person's spouse had lost his job and joined the military so they relocated, another individual moved to Madison, etc. She noted that she had discussed the concept in the training officers meetings and with the employees and there was positive feedback. She noted that other centers that had implemented similar programs really liked it and their turn over rates had decreased significantly.

Mrs. Hansohn noted this program would take the positions from being just an ordinary job to a career position and would provide incentive to excel.

Sheriff Branch noted that Ms. Tidey and Mr. Basnett should be commended for being proactive in this area.

✓ Mr. Clatterbuck moved to forward the request to implement the Career Ladder program to the appropriate committee with the E-9-1-1 Board's recommendation for approval. Chief Barlow seconded the motion. The motion carried with all Ayes.



**Unfinished Business****a. Quarterly Report – Steve Basnett**

Mr. Basnett reviewed the quarterly report with the Board noting a typographical error under Staffing to change the number of vacancies from three to two and noted one person is in training.

Mr. Clatterbuck asked why Mr. Basnett had stated they were at the breakpoint with just two vacancies and one person in training. Mr. Basnett noted they are always in a training mode and staff's morale is as low as he has ever seen it. He noted the economy is a large contributor, health insurance is another, and the workload is a large factor because the calls for service are continuing to increase. He noted relief was needed and he would be seeking additional staffing. He stressed they are working at 125% capacity with no relief to recharge.

**b. Consideration of the County-Town Joint Dispatch Center (Operational & Financial) Draft Agreements**

Mr. Muzzy stated at the last meeting the question was raised on whether or not the County Attorney had reviewed the document and he knew it had been referred to Mr. Thorpe who had raised some issues. Further, the Town Attorney had some issues; therefore, he questioned what course of action should be taken in order to resolve them. He suggested a meeting of the attorneys might be advisable.

Mr. Bossio noted it might be appropriate for the County Administrator, Town Manager and the two attorneys to meet and reconcile the legal questions. He noted that he and Mr. Muzzy also needed to discuss the financial issues to put into a separate financial document. He thanked Mr. Basnett and other staff for their work on drafting the amended document, but he believed some issues still needed to be resolved. Mr. Bossio noted that the current agreement was in place; therefore, it should not cause a problem to allow more time for these considerations.

Mr. Muzzy agreed and noted the two attorneys were expressing similar, not conflicting, issues.

Sheriff Branch stated he also would like to participate in the meetings. Mr. Bossio agreed he should be a participant noting that all interests needed to be represented.

A brief discussion ensued on whether a special meeting was needed.

✓ Mrs. Hansohn moved, Mr. Clatterbuck seconded, to postpone further consideration of joint agreement so the Attorneys, County Administrator, Town Manager and Sheriff can get together to resolve the issues and bring recommendations to the E-9-1-1 Board at its next regular quarterly meeting. The motion carried with all Ayes.

**New Business****a. Discussion/Consideration of Emergency Back-up Generator for IT Department**

Mr. Basnett explained that several summers ago there had been some significant storms during which the town and county lost power for hours. He noted that it had been discovered that the Information Technology Department, which carries most of the connectivity for the Public Safety agencies, has no backup power generator. He stated this had been brought to the Board's attention and there was an agreement reached for obtaining a generator for that department; however, to

date there is still no backup generator. Mr. Basnett noted with the increased calls for service that connectivity with the national and state databases are critical. He requested that a generator be secured to ensure that this support is uninterrupted to the local public safety agencies.

Sheriff Branch agreed and noted that some time back he, Chief Barlow and Mr. Bossio had met and discussed this issue. He questioned the status of purchasing the generator.

Mr. Bossio explained there are UPS backups on the system and the problem is they do not last more than 30-45 minutes. At the time of the power outage, Dominion Power was upgrading the power system to serve Terremark. He discussed this further. Mr. Bossio stated he did not disagree with the need for a generator; however, there had not been an outage since the one referenced by Mr. Basnett.

Mr. Howard noted the Board of Supervisors had approved the installation of a generator with the caveat that it would be paid for with FY 2009 funding from E-9-1-1, Information Technology, Sheriff, existing budgeted or homeland security funds. The Board did not appropriate additional funding for it. He noted that eleven bids were received and the low bid was \$22,130 and annual maintenance cost was estimated at \$1,000. Mr. Howard stated the project could be rebid; however, the funding has not been identified.

Mrs. Hansohn questioned if this could have come back to the Board of Supervisors so it could have amended the budget during the year, since it probably did not realize that it was not a huge expenditure item.

Mr. Bossio commented there was also a need to determine what amount of cost the Town should share in the project. Mrs. Hansohn agreed and noted that it still could have been brought to the two governing bodies for a final decision.

Mr. Bossio asked if it should be brought to both bodies. Mrs. Hansohn suggested it could be part of the budget process unless it was too urgent to wait on.

Chief Barlow noted that within the next year there should be a generator available when the police department relocated to its new facility. He noted the generator handled the police facility and should be adequate to run the IT Department. He suggested the technical experts could look at it to see if it would work.

Mr. Basnett added that the generator was the backup generator for the E-9-1-1 Center when it was housed at the police facility and should be a viable solution.

#### **b. Review of the Proposed E-9-1-1 Budget for FY 11**

Mr. Basnett presented the proposed FY 11 Budget totaling \$2,162,123. He noted that \$749,761 was the local revenue funding required to support the budget. The remaining offset is through tower rentals, grants, E-9-1-1 tax, etc. He noted the Town's 1/3 share equaled \$249,920 and the County share is \$765,567.

Mr. Basnett explained that he had held the operating costs of the department to the same as FY 10 with the exception of four items: retirement funds, health insurance, maintenance costs to support the infrastructure, and the contractual costs to support the other systems and software used at the Center. He provided a picture of the budget trends over the last five years and noted they had been meeting the requirement to reduce the budget. He noted that a renegotiation of the Motorola contract had saved over \$250,000; however, the

contract had to be signed that starting in FY 11 and for the next three years a 3% increase would be granted.

He noted the Center's level of service had been rated at 2.5. Mr. Basnett explained in order to meet the requested reduction of 5% (\$35,000) or 10% (\$68,000), he would have to reduce personnel. He outlined a day in the life of a 9-1-1 Communications Officer. He noted the employees are working at 125% capacity and there was no time for the employees to recharge.

He noted the department is experiencing a degree of absenteeism, because the only way to get off was to call in sick. He illustrated that over the year unscheduled leave had equated to having one vacant position.

Mr. Basnett noted the County Administrator had advised him that there would be no money for new positions this year. He stated he was going to step outside the box and make two proposals. His first proposal was to grant a 6% across the board increase for all 9-1-1 employees, which would be \$39,522.13. He stated that one of the biggest issues is the continuing cost increase of the health insurance. He stressed that the employees are the most valuable resource and they had to be taken care of. Mr. Basnett's second proposal was to add an additional seven people, which would bring the total staffing of the center up to 24 people. This would allow six people to a shift. He noted that Chief Barlow had provided a formula used by the International Association of Chiefs, which used calls for service to project how many officers were needed. He noted he modified the formula to fit the E-9-1-1 center and to help determine the staffing needs.

He estimated to add the additional seven people it would require \$283,148 in additional funding. The positive affect would be stress and turn over rate reductions, which would provide more efficient service both internal and external. He outlined the total impact on the budget to do either one or both of the proposals and what the town and county shares would be.

Sheriff Branch asked if Mr. Basnett had checked into the legal aspects of not being able to give employees time off and the possible mental and/or physical health issues that could arise for it. Mr. Basnett noted he had not specifically checked on this and further discussed the morale issues he was dealing with.

Ms. Gravatte stated that she could understand the concern with the call/staff ratio and the fact that the employee cannot receive relief. She asked if the additional funding cited for the 6% increase included the additional personnel. Mr. Basnett stated it included only current personnel. Ms. Gravatte asked if the training was performed for several people at a time or individually which would in affect lost affective personnel time. Mr. Basnett stated they try to maximize the training dollars and it is great when two or three can be arranged together. Unfortunately, this rarely occurs. Therefore, each shift has a designated training officer. He discussed how the training and testing are handled. Ms. Gravatte asked if the training could be outsourced. Mr. Basnett noted employees do attend the Rappahannock Regional Criminal Justice Academy to receive the law enforcement segment of the training. There is no community college or school that conducts this type training. Ms. Gravatte asked how often individuals with training apply. Mr. Basnett noted over the past several years he had received 2-3. Ms. Gravatte asked if the response time to an incident could be shortened. Mr. Basnett explained this related to the number of units available on the street and the number of calls coming in.

Mrs. Hansohn pointed out that the members had not received a copy of the power point that Mr. Basnett had utilized for his budget presentation and questioned what action was

expected at this meeting.

Mr. Basnett noted he had submitted the proposed budget and he would like for the Board to allow him to take it forward to the Board of Supervisors so the members can have the same information.

Mrs. Hansohn noted that Mr. Bossio was putting together a budget presentation that included all the departments and she asked what would he use for E-9-1-1. Also, Mr. Basnett might want to go before the Town Council since the Town would be paying 1/3.

Mr. Bossio stated he would be abstaining from a vote on the proposed E-9-1-1 budget, since he may have to make different decisions on what to include in his budget presentation to the Board of Supervisors. Further, he noted that he understood what Mr. Basnett was trying to do, but he as County Administrator could not make a recommendation to the Board that some employees get raises while others do not.

Mr. Bossio questioned the need to take the presentation to the Town Council noting that typically the Town Council appropriates their 1/3 share and the staffing level was more of a sheriff and county matter. However, if the Town wanted to provide input on hiring additional personnel it could certainly do so. Mr. Bossio noted that his intent was to present a budget and most likely these proposals would not be included; however, Mr. Basnett should still present them to the Board. He noted all the public safety budgets are connected. He discussed this further.

Mr. Clatterbuck stated he had a good idea of what Mr. Basnett had to deal with and he believed that public safety should be the one area with the least compromise. He believed that a public safety employee should carry a different classification than a normal maintenance type employee. He noted that an incredible number of calls were within the Town and that the 1/3 share paid by the Town may need to be reevaluated. Mr. Clatterbuck stated he was a public safety advocate and expressed his concern that all the public safety entities were dangerously close to failure due to the E-9-1-1 situation. He suggested there were ways to evaluate the larger components of the budget and to save money. He personally thought the higher-level budget should be requested for E-9-1-1 in order to meet the need of the employees. Mr. Clatterbuck reiterated the problems with the employees not being able to take vacation and the how this could affect their service. He questioned the actual number of calls in town versus the total number for the county.

Mr. Basnett noted that approximately 70% of the EMS calls for service are within the Town and for law enforcement it was about 51 – 52%. Mr. Clatterbuck asked if it was possible to bring the numbers categorically broken down in the future. Mr. Basnett agreed this could be done and noted he was working on numbers for Mr. Bossio and Mr. Muzzy to use for the financial agreement.

Mr. Muzzy stated he agreed with the importance of the issue and pointed out the fact that the town taxpayers were also county taxpayers and were paying a portion of the county's share, as well.

Chief Barlow pointed out that with approximately 1/3 of the county citizens live in town and pay county taxes that the Town is actually covering about 50% of the Center's costs and with about 50% of the calls being related to the Town then the 1/3 and 2/3 sharing of costs appeared to be on the mark.

Mrs. Hansohn requested a hard copy of Mr. Basnett's budget presentation. Mr. Basnett agreed to furnish a copy to Mr. Bossio for distribution. Mr. Muzzy requested a copy also.

Mr. Clatterbuck clarified that he was not being negative toward the town, but just thought there needed to be an analysis made.

Sheriff Branch agreed that without adequate funding the public safety entities were headed for failure. He believed the Board of Supervisors and the Town needed to hear the information that had been provided to the E-9-1-1 Board.

✓ Chief Barlow moved, Mr. Clatterbuck seconded, that the Board authorize Mr. Basnett to present his budget requests to the Town Council and the Board of Supervisors without recommendation from the E-9-1-1 Board. The motion carried with all Ayes, except Mr. Bossio who abstained.

### **Other Business**

Mr. Clatterbuck reported that the Fire and Rescue Association had been working for almost two years on a new contract to present to the County. He noted this was nearing completion and he believed the Board would be pleased with the end product.

He noted that the Association had tasked its budget and finance committee with working for the next year on documentation to support implementing a fire levy.

Mr. Clatterbuck asked that the schedule for meetings be provided so the members could build them into their schedule.

Sheriff Branch asked that the Deputy Clerk email the next meeting date to all the members.

### **Adjournment**

The Board adjourned at 8:20 a.m.

- ➔ Indicates subject with recommendation  
✓ Indicates recommendation forwarded

**PERSONNEL COMMITTEE MEETING**  
**Board Room – 302 N. Main Street, Culpeper, VA**  
**Thursday, December 17, 2009 – 10:00 a.m.**

Members Present: Steve Nixon, Sue Hansohn, Steve Walker, Alternate  
Staff Present: Frank Bossio, Roy Thorpe, Donna Foster  
Members Absent: Brad Rosenberger

**CALL TO ORDER**

Mr. Nixon called the meeting to order at 10:02 a.m.

**AGENDA APPROVAL**

By general consensus, the Committee accepted the agenda as presented.

**NEW BUSINESS**

➔ a. **Discussion/Consideration of the Employer Support of the Guard and Reserve**

Mr. Bossio presented the support document for the Committee's consideration noting the requested action was very similar to what the Board had approved several years ago. He noted at the VACo Conference each locality had been requested to renew its support in this manner.

✓ Mr. Walker moved, Mrs. Hansohn seconded, that the Committee recommend that the Board approve renewing its support for the Guard and Reserve. The motion carried with all ayes.

**ADJOURNMENT**

Mrs. Hansohn moved for adjournment. The meeting adjourned at 10:03 a.m.

- Indicates subject with recommendation  
 ✓ Indicates recommendation forwarded

**RULES COMMITTEE MEETING**  
**Board Room – 302 N. Main Street**  
**Tuesday, December 8, 2009, 2009 - 9:00 a.m.**

Members Present: Steve Walker, Steve Nixon, Tom Underwood (part of the meeting)  
 Staff Present: Frank Bossio, Roy Thorpe, Valerie Lamb, Dianna Catron, Denise Whetzel,  
 Donna Foster  
 Members Absent: None

**CALL TO ORDER**

Mr. Walker called the meeting to order at 9:02 a.m.

**AGENDA – Approval of Agenda**

Mr. Walker explained that staff had determined that the issue regarding receiving copies of minutes from the various boards, commissions and committees had been included in previous action taken by the Board of Supervisors and could be removed from the agenda.

Mr. Nixon moved, Mr. Underwood seconded, to approve the agenda with this amendment. The motion carried with all ayes.

**UNFINISHED BUSINESS**

→ a. **Discussion/Consideration of Board of Supervisors Rules of Procedure**

The Committee and Mr. Thorpe discussed the proposed amendments as presented. Mr. Nixon questioned if Section 4-4 F was in concert with the Roberts Rules of Order. Mr. Thorpe stated that it was not and explained that under Robert's Rules of Order permission did not have to be granted in order for an individual to offer an amendment or substitute motion.

- ✓ Following further discussion, the Committee agreed to highlight Section 4-4 F for consideration by the Board, without recommendation from the Committee, to determine if other members recalled why the provision had been included in the rules.

The Committee and Mr. Thorpe discussed Section 4-4 H. Mr. Thorpe noted that recording how each member votes meets the legal requirements; however, some governing bodies use a roll call vote because it is clearly stated for the record. Further brief discussion ensued.

- ✓ Mr. Nixon moved, Mr. Underwood seconded, to add a provision to this section to provide that the Chairman may, at his/her own discretion, call for a roll call vote.

Discussed ensued with Mr. Thorpe explaining that votes on certain matters, such as appropriation of funds, need to be recorded with each member's name and how he/she vote.

Following further discussion, the motion carried with all ayes.

Mr. Nixon questioned Section 4-4 N. Mr. Thorpe stated to some degree it was a restatement of Roberts Rules of Order. He discussed the various portions of the section and noted the 'two-thirds vote of a quorum,...' reflected in (3) did not track Roberts Rules of Order.

The Committee and Mr. Thorpe discussed the section further with Mr. Nixon stating he believed the intent of the section was to prevent the Board from having to discuss the same matter over and over again.

✓ Mr. Nixon moved, Mr. Underwood seconded, to change the language in (1) to require that a motion to reconsider must be made at the same meeting or the next immediate meeting.

Mr. Walker suggested the section could be deleted altogether and asked Mr. Thorpe if the reconsideration could be taken at a subsequent meeting. Mr. Thorpe explained that a strict interpretation of Roberts Rules of Order would be that the reconsideration of a matter would have to take place at the same meeting at which it had been approved.

✓ Following further discussion, Mr. Nixon proposed amending the motion to include "striking (3)" and adding language that "any action proposed for rescinding a prior action adopting something with continuing effect by the Board may be done at a subsequent meeting but it must be properly advertised to do so. Mr. Underwood agreed with the proposed amendment.

The motion carried with all Ayes.

Mr. Nixon asked if Section 6-8 B should be changed to be consistent with changes made to Section 5-2. The Committee, Mr. Thorpe and Mrs. Foster briefly discussed the current notification procedures and how the State requires that notification of a meeting be provided three working days prior to the meeting.

✓ Mr. Nixon moved, Mr. Underwood seconded, to amend Section 6-8 B to provide that the committee meeting agenda/notice shall be electronically posted or delivered to the committee members, public and the press at least three working days prior to the meeting.

The motion carried with all Ayes.

Mr. Underwood questioned why a Finance Committee was not included in the make up of the standing committee system. Mr. Walker explained that the Rules Committee acts in a similar capacity as a finance committee on financial matters.

Mr. Underwood discussed his problem with understanding some of the budgetary process and used the Library budget process as an example of how certain changes could not be made during a review process. Mrs. Lamb explained that the budget disks are distributed to the various departments and that certain tabs such as the salary sections were write protected. She explained that salary changes are to be submitted to her. Mrs. Lamb noted that she can make changes to a master spreadsheet and this would also make the needed changes in other portions of the budget. Mrs. Lamb stated that the Library Director had not requested any changes.

Mr. Underwood further explained his point and Mrs. Lamb noted she was not familiar with the Library's budget review process; however, she could unlock certain portions for them to be able to discuss more details.

Mr. Walker suggested since this discussion was somewhat of a deviation from the agenda



that the budget presentation questions could be further discussed in January.

Mr. Walker questioned the wording of Section 6-1 and what would happen if an alternate member could not be present. Mr. Thorpe noted without a quorum the meeting would have to be canceled. Mr. Nixon noted the normal practice was to allow other members that may be present in the audience to fill a vacancy at a committee meeting. Mr. Thorpe explained that if four Board members actually participated in a committee meeting then it could be perceived as a committee of the whole, since four is a quorum of the Board.

The Committee briefly discussed the function of various committees.

Mr. Walker asked if Mr. Thorpe was suggesting that a member of the Board that may be present in the audience at a committee meeting could not be designated to fill in on the committee. Following discussion, Mr. Thorpe noted that Section 6-4 C could be changed to allow a vacancy to be filled this way. He provided an illustration of how the section could read.

✓ Mr. Underwood moved, Mr. Nixon seconded, to approve amending Section 6-4 C to strike the words "if necessary to form a quorum" and add the words "to fill a vacancy at a meeting."

The motion carried with all Ayes.

The Committee approved the proposed amendment to Sections 6-4 D and 6-8 D as presented by staff.

**Summary of "Public Comment" Rules and Procedures from other Jurisdictions:** Mr. Thorpe referenced the research conducted of other jurisdictions' procedures. He reviewed the various communities and the rules they currently use.

Mr. Nixon suggested recommending language be included in the Board's rules of procedure similar to what Chesapeake uses.

The Committee discussed the pros and cons of limiting the number of times citizens could address the Board. It was noted that there have been instances of certain individuals addressing the Board on the same or similar issues every month. Also, some individuals had been somewhat abusive in their address to the Board.

Mr. Thorpe noted that some localities limit the number of times individuals can appear before the governing body and some of them do not allow individuals to address the body at two successive meetings. The Committee members believed it was not a problem if individuals spoke to the Board on a regular basis as long as it was on different issues and matters that were within the purview of the Board.

Mr. Underwood pointed out that it was a perplexing problem; however, at this point it was not a growing problem. Mr. Thorpe pointed out that adopting language similar to Chesapeake's would not address the repetitive individual. Discussion ensued

The Committee members favored the use of language similar to that used by Chesapeake and noted that the public forum sign-up sheet would also have to be amended to reflect the provisions.

✓ Mr. Nixon moved, Mr. Underwood seconded, to add the statement used by Chesapeake (Speaker not allowed (1) campaign for public office, (2) promote private business ventures, (3) engage in personal attacks or (4) use profanity or vulgar language) and to also modify the sign-up

sheet. The motion carried with all Ayes.

The Committee agreed the proposed amended rules of procedure would be presented to the Board in January. The Committee requested that copies of the revised draft of amendments be provided to the committee members prior to the final draft being provided to the Board in its meeting packet.

### **NEW BUSINESS**

#### **a. Discussion/Consideration of paperless payment to County employees**

Mrs. Lamb explained that several weeks prior she had been contacted by Mastercard World Wide regarding the use of debit cards for employees currently receiving checks rather than direct deposit. Mastercard World Wide indicated that the County would need to contact its current backing institution. Mrs. Lamb noted that she, Chasity Croson, Human Resource Director and Teresa Settle, Chief Deputy Treasurer had met with several members of the local branch of Wells Fargo (formerly Wachovia) and the bank can offer 2 different types of accounts for employees and they have offered to come in and assist with the sign up of employees and explain a paperless payment would work. She noted this was why the issue was being brought to the Committee.

Mrs. Lamb noted there were still approximately 80 checks issued and 520 direct deposit stubs printed. She stated it cost approximately eight cents per check and six cents per stub to print. She stated if individuals signed up for an E-stub it would provide payment information to the employee and it would save money and effort on the payroll staff.

Mr. Underwood stated he personally liked the paperless process; however, he was hesitant to force it on individuals that believe they need the printed check.

Mrs. Lamb and Mrs. Catron explained that the direct deposit and E-stub system had been in effect for three years and employees have the option of opting in or out. They noted that an informational campaign had been conducted to encourage employees to participate and that a similar type campaign could be conducted again.

Various points were discussed such as the security of private information, the access provided through the intranet and that the information contained on the E-stub was more detailed than that contained on the printed version.

Further discussion ensued relative to the fact that the school system processes its own payroll checks. Mrs. Lamb stated if the paperless payment was implemented by the County then DHS would also participate.

Note: Mr. Underwood left the meeting at this point.

Mr. Nixon questioned if there would be an effective amount of savings if some of the employees still receiving checks did not want to participate. Mr. Walker questioned how those individuals would work if they do not have checking accounts. Mrs. Lamb stated hopefully with Human Resource's assistance they can be talked with about setting up accounts with a limited debit card. The Committee and Mrs. Lamb discussed how the limited direct deposit

accounts would work with Mr. Nixon questioning if this could lead to individuals incurring overdraft fees etc.

Further discussion ensued with Mr. Walker suggesting that Staff check with the bank further on the direct deposit debit card to see what precautions are in place that would prevent an overdraft. Mr. Thorpe noted he was not aware that individuals could opt out of the paperless program. Mrs. Lamb stated that even if those receiving the printed stubs opted for E-stub it would be a savings.

In response to questions, Mrs. Lamb explained that generally new employees go with the direct deposit and it would be a Board decision on whether to make it a requirement to participate.

Mr. Nixon questioned if a restriction could be implemented that if an employee has a checking account then they must take direct deposit. Mr. Thorpe advised that the county could inquire if the individual had an account; however, they would not be required to provide the information.

Mr. Thorpe believed the main point should be to address the eighty individuals who are receiving a check and require that all new employees have to take direct deposit. Mr. Bossio suggested a timeframe could be established for when all the individuals with direct deposits would start using the E-stub and from that point on new employees would have to accept direct deposit.

Mr. Walker suggested that Staff needed to further consider the issues, verify what the banking institution can do for the eighty individuals not currently participating, and if everyone will have convenient access to the intranet in order to check their E-stub. A brief discussion ensued relative to whether or not all the employees have intranet access. Mrs. Catron stated she did not know that every employee had access at work or home; however, they could use a computer at the library. She noted some localities had set up a special computer station for this purpose.

Mr. Walker asked if Staff was comfortable with bringing the requested information back to the Committee next month. Mrs. Lamb stated she and Ms. Croson would work on getting information on what the banks offer, etc.

A brief discussion ensued relative to the need to change the Personnel Management Policy to address the direct deposit requirement if it was approved by the Board.

Mr. Nixon asked if it could be a condition of employment. Mr. Thorpe believed it could be for future hires; however, he did not believe it could be for current employees.

Mr. Walker asked Ms. Denise Whetzel if she had any comments. Ms. Whetzel stated she had some contacts at Stellar One if it would help and noted there are fees attached to opening accounts which may deter some from doing so.

#### **b. Discussion/Consideration of the Policy on County Grant Requests**

Mr. Walker noted that due to recent discussion on the short turn around for stimulus grant application, it was suggested that the County's policy be revisited. He stated he was not certain how to adjust the policy to be more time sensitive.

Mr. Bossio asked if it would be possible to authorize staff to apply for grants since the Board would have to approve the acceptance. He noted instances of when meeting the application deadlines were difficult and how over the past couple of years many grant application processes have suspended having the governing body officially approve the application in order to expedite the process.

Mr. Thorpe agreed that various localities allow for the applications to be made administratively and when the award is made, there has to be an acceptance by the governing body.

Mr. Nixon commented if applications were made administratively and the Board did not want to accept, it could lead to the Board getting a reputation of turning down grants.

Mr. Walker questioned polling the Board. Mr. Thorpe noted typically polling of members is conducted on minor issues and official actions have to be taken by an open vote in a public meeting.

He suggested Staff could be authorized to administratively apply and upon application notification could be given to the Board and then there should still be time to pull the application if the Board did not support it.

Mr. Walker referenced Number 3 of the Policy noting that employees need to be required to sign receipt of a notice that they will no longer have a job should a position be eliminated due to discontinuance of the grant funding. He referenced how positions such as the Dare officers had been originally created with grants funds.

Mr. Nixon questioned why the applications had to be made so quickly. Mr. Bossio noted there is usually a limited amount of money; therefore, the amount of time for application had been decreased. A brief discussion ensued relative to the current approval process and how there would still be a need for the Board to have the final approval if the policy was amended.

Mr. Walker noted Section 1 B was the critical piece. Mr. Bossio suggested that Section 1 A and B were in conflict with each other. Mr. Bossio reiterated that typically the application window has to be adhered to and then it takes a certain period of time for the award to be determined. That period of time allowed ample opportunity for the Board to look at and decide if there is a problem with the application and/or acceptance should the grant be awarded.

The Committee discussed the wording of the current policy and rewording Section 1 A & B.

Note: Mr. Nixon left the meeting briefly at 11:19 a.m.

Mr. Walker and Mr. Thorpe further discussed changing the wording of Number 3 to indicate that appropriate employees are officially notified of the possibility of their positions being eliminated.

Mr. Nixon returned at 11:23 a.m.

Mrs. Lamb questioned if the provision would include those currently employed. Mr. Thorpe explained that the same written notice would be provided to people currently in grant funded positions.

Mr. Thorpe outlined the proposed changes to the policy.

Mr. Bossio noted once the changes were approved the notice to employees would be issued. He noted the proposed changes did not need to go to the Personnel Committee.

A brief discussion ensued relative to the need to administratively require the affected employees to sign that they received notice concerning Number 3 in the Policy.

Mr. Walker and Mr. Nixon agreed with the changes outlined by Mr. Thorpe for submission to the Board.

**c. Discussion of the Virginia Freedom of Information Act with reference to non-members of committees participating in committee meetings**

Mr. Thorpe explained that he agreed with a previous opinion issued by former County Attorney Maddox concerning non-members of committees not being allowed to participate in committee meetings.

Mr. Walker asked if a Board member is in the audience at a committee meeting could that member be asked a question. Mr. Thorpe stated yes, the same as any member of the audience may be questioned; however, the Board member had not right to act as a committee member. Mr. Walker ask if the Board member could question a committee member. Mr. Thorpe stated yes the Board member may participate to the extent that any other member of the public may.

\* ~~**d. Discussion/Consideration on receiving copies of minutes from boards, commissions, and committees that the BOS appoints one of its members to serve on**~~  
(This item was removed during the agenda approval.)

**ADJOURNMENT**

Mr. Nixon moved that the Committee adjourn. The Committee adjourned at 11:32 a.m.

**Pending Items:**

- Consideration of Records Management Policy (January 12, 2010)
- Discussion of fireworks display approval procedure